

The Office of the Director of Logistics consists of seven individuals including the Director of Logistics, the Deputy Director of Logistics, the Executive Officer, and three secretaries, as well as an Assistant Executive Officer, which is a junior officer training position filled on a rotational basis. There are also three full-time attorneys from the Office of General Counsel who provide legal advice and counsel on all logistical transactions.

In addition to the above, we have a sizeable 10-person Budget and Fiscal Branch. Beyond the normal budget and finance functions, this branch manages the Agency's standard transportation account, which involves the shipment of all equipment within CONUS and abroad. It administers the Standard Level User Charge which, in effect, is the rent that the Agency pays to General Services Administration, and it manages all financial aspects of the Agency's materiel property account.

The staff functions of the Office of Logistics are carried out by the following components:

Security Staff provides security guidance and support to the Office of Logistics and performs for the Director of Logistics the responsibilities of the industrial security program. In conducting these functions, OL/Security Staff has security officers assigned [redacted] and OL's decentralized procurement contract teams. These security officers conduct industrial security clearances and inspect industrial facilities used by the Agency for the maintenance of appropriate security standards.

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Personnel and Training Staff (P&TS) provides personnel management and training support to the Office of Logistics. To accomplish this, P&TS coordinates with staff and division chiefs in forecasting future staffing requirements and levies all recruitment needs on the Office of Personnel. OL employees also receive training guidance from this office and career counseling and planning.

Procurement Management Staff (PMS) has the Agency-wide responsibility to oversee the development of procurement systems, evaluate and monitor the Agency's procurement system, and manage and enhance the career development of the procurement work force. The Staff is also responsible for publishing, with the Director of Logistics' approval, all Agency procurement policies, regulations and procedures. The Chief/PMS serves as a primary advisor to the Chairman of the Agency Contract Review Board, who is the Deputy Director of Logistics.

Information and Management Support Staff (IMSS) advises the Director of Logistics on matters pertaining to planning and programming. In this capacity, IMSS conducts strategic, emergency, and long-range planning for the logistical concerns of Agency activities; maintains the Management by Objective program; performs the managerial, operational, and technical aspects of automated data word processing to support the logistics mission; and prepares internal regulations, audit reports, reports of surveys, and personal property claims. The Staff is also responsible for the development of computer-assisted logistics programs.

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New Building Project Office, established 9 June 1983, has responsibility for all aspects of the new Headquarters Building, including cost control, scheduling, and coordination of the new building program. Specifically, the Office is responsible for development of a space assignment and interior layout plan; a management plan to control schedules, and budgets associated with communication, ADP, and security systems; and an integrated logistics support plan for operation and maintenance, and working hours and parking management strategies necessary to the operation of the expanded Headquarters facility. [REDACTED]

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The Office of Logistics consists of five major operating divisions as follows:

Headquarters Operations, Maintenance and Engineering Division (HOME) provides administrative support to Agency facilities in the Headquarters area. Functions include mail and courier services; motor pool operations; classified waste disposal; distribution of supplies; space planning, design and allocation; renovation and relocation services; food services; furniture maintenance; Agency parking program; [REDACTED] and monitoring of services provided by contractors for operation, maintenance, and engineering on the Headquarters compound. [REDACTED]

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Printing and Photography Division (P&PD) enables the Agency to meet requirements for intelligence, cartographic, pictorial, and administrative printing and photography and ensures high quality, rapid delivery, and rigid security control. Functions include maintenance of a general purpose printing and photographic facility; audiovisual and teleproduction support; technical planning and guidance for Agency printing and photographic requirements; artistic support to Agency components for graphics and visual aids; and administration of an Agency-wide copier management program.

Procurement Division (PD) exercises technical staff supervision over the centralized procurement of equipment, supplies, and nonpersonal services required to support Agency activities and also effects the acquisition of all open-market purchases of general supplies and services, major production items and services, and ADP equipment and services. Furthermore, it provides contract and procurement guidance to Agency field stations, as required.

Supply Division (SD), larger than most divisions or offices within the Agency, provides materiel support to Agency operations; formulates and administers policy for the management and operation of the Agency supply system worldwide, including contingency reserves,

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Real Estate and Construction Division (RECD) acquires, manages, and disposes of all official and nonofficial real property required for Agency operations worldwide. It also provides architectural and engineering services, including contract negotiations for real estate, construction, and maintenance to support Agency domestic and overseas operational requirements. It

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